

# **Montanan Breast and Cervical Health Program American Indian Screening Initiative**

## **Screening Event Protocol**

### **Purpose of a Screening Event:**

- To increase the number of American Indian women screened for breast and cervical cancer through the Montana Breast and Cervical Health Program (MBCHP).
- To provide a special event for women previously screened through the MBCHP to be enrolled and receive screening services.
- To increase the number of never or rarely screened American Indian women being screened for breast and cervical cancer using the most cost effective methods and activities.

### **PLANNING is the key to success:**

An administrative site may initiate a plan for a specific event, or the administrative site may be invited to participate in an event that is being planned by a local coalition or clinic staff.

The administrative site coordinator should:

1. First, contact the American Indian Screening Coordinator (AISC) when initiating the plan or immediately after being invited to participate in an event.
2. The MBCHP AISC will work with the site coordinator to ensure MBCHP collaboration and support. Contact the AISC for a work plan and budget template.
3. Involve local coalitions and/or Montana American Indian Women's Health Coalition (MAIWHC) members in the screening event as volunteers and resource personnel. The AISC can help identify MAIWHC members.

### **If there is a request for MBCHP resources from the state office, the AISC will request that a written work plan and budget be submitted.**

- The plan and budget must be submitted at least one (1) month prior to the event, for review and approval before the AISC can commit MBCHP resources.
- An evaluation report of the event will be due to the AISC one (1) month after the event.
- The event must include activities to target MBCHP eligible women who are new, never or rarely screened, and who have been previously screened in the program.
- Work plan elements that must be included are:
  - Any facilities that will be involved. Is there an expense or in-kind donation?
  - Date of planned event.
  - Identify the following:
    - All staff involved and their duties. Include professional staff and any other staff resources that will be needed. (Is the provider enrolled? Will the facility be staffed? Will the Mammography tech be present on the day of the event?)
    - The number of women who will receive services.
    - How will women be recruited or invited to the event?
    - How will the staff at the event ensure client confidentiality?
    - How will screening results will be released to the client's primary care provider and how will the client be informed?
    - How will the MBCHP data collection forms be completed, signed, and sent to the state office?
    - How will the follow-up and case management of abnormal test results be completed in a timely manner?

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- What is the plan to contact women who are not residents in the immediate area? (Pow-wow participants, out-of-state clients).
- What is the plan (if needed) for transportation of MBCHP clients?
- What is the plan for media coverage of the event? (Before, during, and after the event.) Will you use local media, posters, and or PSA's? (Contact the AISC)
- How will the event be evaluated? Will you have an evaluation form for providers and clients? (Contact the AISC for examples).

### **Suggestions to make the event more successful:**

- Identify and enroll MBCHP eligible women prior to the event if possible.
- Make sure there are alternative funding sources for women who are not MBCHP eligible. For Example IHS or contract health funds, Medicaid, or donated services.
- Use this setting to inform and educate women of all ages. Promoting preventative wellness and a safe environment to access services. Invite other health promotion organizations to participate. Offer a variety of health related information.
- Have a plan to route the women efficiently through the screening process in a timely manner.
- Offer a planned activity for women while they are waiting to be screened.
- Offer incentives (optional) for completed screens. (CBE, Pap test, and mammogram).
- Have the clients and providers evaluate the screening event to identify quality of care issues and efficiency of routing process.

### **Suggestions for the use of MBCHP resources: These and other items that may be considered for both real and in kind expenses**

- Supplies and services (mobile mammography)
- Personnel to help with the logistics, registration etc.
- Travel for clients to and from the event
- Incentives and other expenses such as brochures, posters, announcements.

### **The evaluation and report of the screening event should include:**

- The number of MBCHP eligible women screened during the event.
- The number of women who are appointed or partially completed. Briefly document the plan to complete the services. Document the plan to complete tracking and follow-up for abnormal test results.
- The total number of women who received breast and cervical health education.
- The total of expenses, including in kind from other sources. Expenses will be reconciled with the budget and invoices before payment is made.
- Identify what went well and what was challenging. Do any problems need to be resolved or addressed by the administrative site or state staff? Is there a plan to address the concerns and issues in a timely manner?
- Identify education and training needs for the local providers that can enhance future events.
- Identify type of media coverage utilized and its effectiveness.
- Report concerns and/or issues identified on evaluation forms from the consumers and providers so that improvements can be made to future events.